Manager Self Service Job Aid:
COVID-19 Leave Review, Entry and Approval

Two leave programs* are available for eligible employees who are unable to work due to the COVID-19 pandemic:

- Federal Emergency Paid Sick Leave (EPSL) – effective April 1, 2020

    o Employees will first request authorization to use the EPSL by following the agency's process to complete the EPSL form.

    o The Time Reporting codes (TRCs) to access this leave are available for use starting April 9, 2020 for all employees except Elected Officials, Healthcare Providers and Emergency Responders.

    o Healthcare Providers and Emergency Responders are only eligible if the absence is due to their own COVID illness or self-quarantine, so the TRCs are not automatically available for this group of employees. Once the employee completes the EPSL authorization form, the TRCs will be made available to them in STAR.

- State Paid Administrative Leave

    o **Employees are no longer able to enter State Paid Administrative Leave on their timesheet for leave taken on March 29th or later.** Only an <u>employee's supervisor</u> or agency payroll staff can enter the leave on behalf of the employee.

    o Effective April 1, 2020, all Federal Emergency Paid Sick Leave must be exhausted before an employee is eligible for any remaining State Paid Administrative Leave.

See the [Employee Guide to Paid Leave Available due to COVID-10 Absences](#) for eligibility requirements for the leave types that are available.

Note: More information about using the federal Emergency Family Medical Leave Act (FMLA) expansion will be available the week of April 12, 2020.

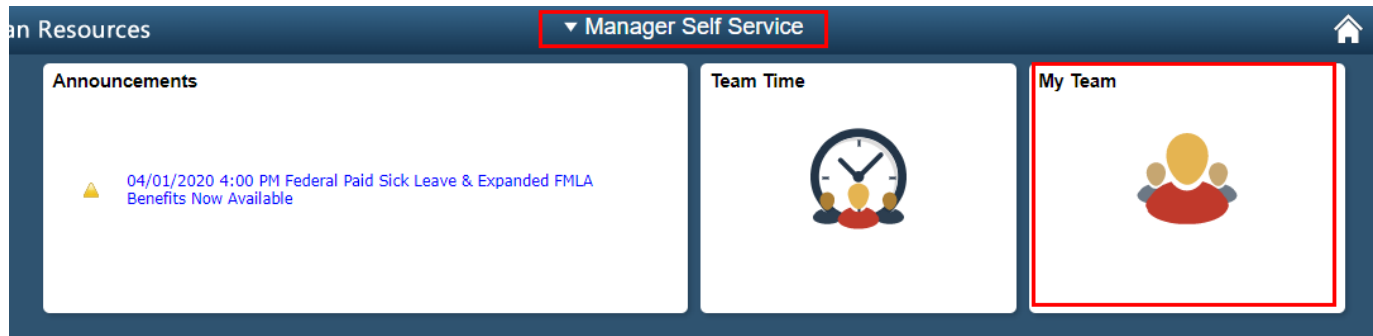| Federal Emergency Paid Sick Leave				
Time Reporting Code	Description	Reason for Absence	Rate of Pay	Able to Supplement Pay Received
COVF1	COVID-Fed Sick Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You are a non-essential employee who was directed by your agency to not report to work and telework is not available You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	Regular rate of pay up to $511/day ($5,110 in total)	No - if your regular earnings exceed $511/day, you can NOT supplement earnings with state leave available

Federal Emergency Paid Sick Leave (continued)				
Time Reporting Code	**Description**	**Reason for Absence**	**Rate of Pay**	**Able to Supplement Pay Received**
COVF4	COVID-Fed Sick Leave Child/Fam	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	2/3 of regular pay, up to $200/day ($2,000 in total)	Yes – can use state leave available (sick leave[1], vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings
COVA	COVID-Hrs of Suppl Leave Used	This code must be used on any day that you use COVF4 to receive 2/3 of your earnings AND use state leave to supplement your earnings. The number of COVA hours entered must equal the number of hours of state leave that you use to supplement your earnings.		

State Paid Administrative Leave				
Time Reporting Code	**Description**	**Reason for Absence**	**When Available**	**Rate of Pay**
COVS1	COVID State Leave Child Care	You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	Regular Rate of Pay
COVS2	COVID State Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVS3	COVID State Leave Family	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVN1	COVID State Non-Essential	You are a non-essential employee who was directed by your agency to not report to work and telework is not available	After Federal Emergency Paid Sick Leave is exhausted	

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[1] As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities.

Reviewing COVID-19 Leave Available to Your Employees

1. Go to the **Manager Self Service Homepage** and click on the **My Team Tile**.

2. Click on the COVID-19 Tab at the top of the page to review the amount of COVID-19 leave has been used by and is still available to your employees. Information for the Federal Emergency Paid Sick Leave and the State Paid Administrative Leave will be listed separately.

   Note: *If nothing is listed next to the employee for a specific leave type, the employee has not been identified as someone who is eligible for that leave type.*

3. Click on one of the blue hyperlinks to see how a specific employee has used their time under the Federal Emergency Sick Leave and State Paid Administrative Leave programs.

4. On the usage details screen, you can see which type of leave was used in the Time Code column, as well as the date it was used and how many hours were used on that date. Below is an example of Federal Usage Details.

Entering COVID-19 Leave on Behalf of Your Employee

Employees were able to enter State Paid Administrative leave themselves for any absences from March 15 – 28, 2020. This option is no longer available for employee entry starting March 29, 2020. If the employee is eligible for State Paid Administrative Leave, either you or payroll staff will need to enter the leave on the employee's behalf. You may also enter Federal Emergency Sick Leave on behalf of the employee.

Reminder: As of April 1, 2020, employees are required to use all Federal Emergency Paid Sick Leave before they can use State Paid Administrative Leave. In addition, employees must use all other state paid leave before using State Paid Administrative Leave unless they are a non-essential employee who was directed by the agency to not report to work and telework is not available.

1. Go to the **Manager Self Service Homepage** and click on the **Team Time Tile**.
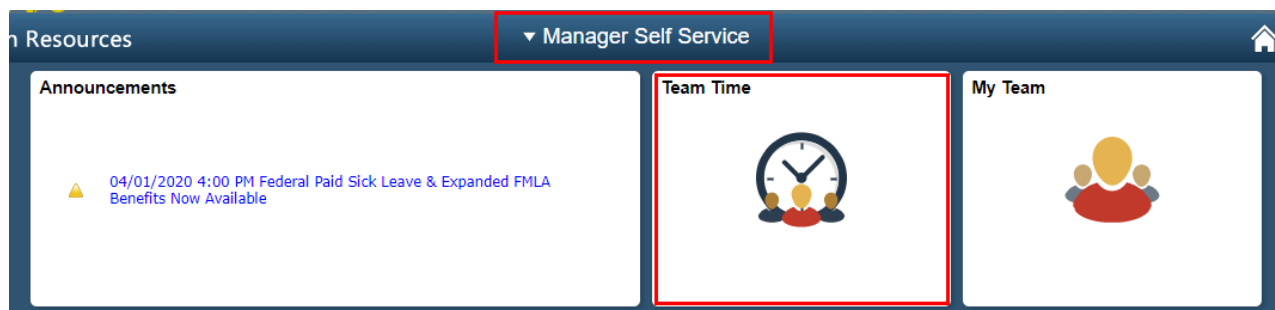
2. Click **Team Timesheet** from the menu on the left-hand side of the page.
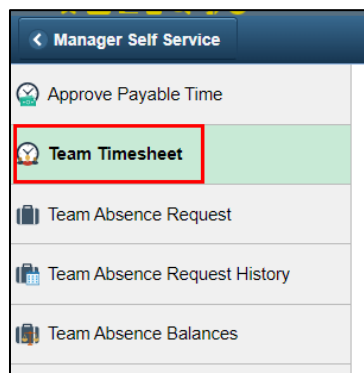
3. Click on the employee's name for whom you need to enter time

Example	Ima	100

4. If you need to enter State Paid Administrative Leave for the employee, select the applicable Time Reporting Code (COVS1, COVS2, COVS3, or COVN1 – see definitions at start of document) and enter the number of missed regularly scheduled hours in the Quantity field.

Punch Time Reporter

ch al	Time Reporting Code	Quantity	Rule Element 1	Date
			🔍	4/5
	10 COVS2 - COVID State Leave Self ▾	8.00	🔍	4/6

Elapsed Time Reporter

22/2020 to Saturday 03/28/2020 ⑦	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	Time Reporting Code
	8.0	8.0						01 REGLR - Regular Hours Worked ▾
			8.0	8.0	8.0			03 COVN1 - COVID St Leave Noness ▾
								▾

5. When all Time Reporting Codes and quantities are entered, click **Submit**.

From 04/05/2020 to 04/11/2020 ⑦										
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity R
💬	Sun	4/5	New						▾	
💬	Mon	4/6	New						10 COVS2 - COVID State Leave Self ▾	8.00
💬	Tue	4/7	New						09 COVF4 - COVID-Fed Sick Leave Chil ▾	8.00
💬	Wed	4/8	New						▾	
💬	Thu	4/9	New							
💬	Fri	4/10	New							
💬	Sat	4/11	New							
Submit		Clear								

6. If everything is entered correctly, a message will appear confirming that rules have been applied successfully. Click OK.

7. Click on the **Exceptions Tab** below the **Timesheet** to view total hours of COVID leave used as of that date. If COVF4 was used, there will also be a message indicating that the employee may be eligible to supplement their earnings with leave.

8. Click on **Payable Time** at the bottom of **Timesheet** to view total hours paid for the week.

9. If you need to enter Federal Emergency Sick Leave and need to supplement the employee's earnings with other paid leave, see the Employee Self Service Job Aid: COVID-19 Leave Entry. It explains all the Time Reporting Codes that must be entered on the timesheet.

Reviewing and Approving 2/3 Paid Federal Emergency Paid Sick Leave

When an employee uses Federal Emergency Paid Sick leave to care for a child or other family member (Time Reporting Code COVF4), the employee receives 2/3 of their pay, up to $200/day. The employee can then use other paid leave (except for State Paid Administrative Leave) to supplement their earnings, up to their regular pay for the day.

Note: The employee is NOT required to supplement the 2/3 pay received. If they do supplement their pay, they are not required to supplement the 2/3 pay, all the way up to their regular earnings.

For full details about how the leave should be entered, see the Employee Self Service Job Aid: COVID-19 Leave Entry.

In general, you should review the review the employee's timesheet for the following:

- The total number of Federal Emergency Paid Sick Leave hours entered per day cannot exceed the total number of regularly scheduled hours for the day

- If the employee works and uses Federal Emergency Sick Leave in the same day, the total of the two cannot exceed the total number of regularly scheduled hours for the day

- If the employee is using other paid leave to supplement their earnings,

    o You can use the Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator to confirm that the employee did not use too many paid leave hours to supplement their pay (they can use fewer hours, but not more hours).

    o You should confirm that the employee used the COVA-COVID-Hrs of Suppl Leave Used Time Reporting Code on every day that paid leave was used to supplement earnings. Typically, the number of hours used should equal the number of hours of paid leave used.

    Note: The employee does not use the COVA code if using paid leave NOT to supplement their 2/3 pay. See Scenario 3 of the Employee Self Service Job Aid for details.